

Bella Figura Ltd

Bella Figura is one of the world's leading luxury decorative made to order interior lighting companies. Cherishing its reputation for innovation and quality, it has grown into one of the great British brands, globally renowned and respected.

We are looking for someone to be part of our small and friendly team as a full-time Showroom Assistant at our London flagship store in the Design Centre Chelsea Harbour, Chelsea. You will be involved in a variety of duties including but not limited to; trade / retail sales, placing orders, general administration as well as assisting trade and retail customers with design and interiors advice on selecting the most appropriate lighting for the client projects.

We work virtually 100% with the trade sector but on many occasions interact with the end client sometimes more often than the interior designer. You will be required to customize current products with the help of our Custom team who will create the CAD drawings and costings for you to present.

You will also be required to assist the showroom manager with the up keep of the quotation files, deposit and balance collections.

A successful applicant will be well-presented, have excellent communication skills, the ability to multi-task, along with being able to work well within a small team. It is important that the applicant is confident, reliable, motivated and can use their initiative when required as well as being able to work under pressure. Previous retail or customer facing experience is essential. A background in design, furnishings, or interiors with some administration experience would be an advantage. Required soon Mon – Fri 9.30am – 5.30. The centre is closed on the weekends.

To apply, please send a CV and cover letter to the Showroom Manager [jovita@bella-figura.com](mailto:jovita@bella-figura.com)